



## **USAJOBS**®

## **Application Instructions**



St Cloud VA Health Care System
Human Resources
Phone (320) 252-1670 ext. 6301



Updated July 2015



**USAJOBS**® is the federal government's official job search website which provides access to vacancy announcements from all federal government agencies.

### www.usajobs.gov

The following pages will assist you in navigating the process to apply for open vacancy announcements using **USAJOBS®**. If this is your first time using **USAJOBS®** please allow several hours to get your application information together within **USAJOBS®**. It is highly recommended to prepare an account with **USAJOBS®** prior to searching for open positions. In addition, we highly recommend you use a practice job application as a tool to gather and organize your personal, employment and education information prior to using **USAJOBS®** to make the process smoother for you.



# Please read this guide thoroughly before attempting to apply for any open vacancy announcements.



### For additional resources:



### **Performance Based Interviewing**

http:www.va.gov/pbi

Find tips on preparing for an interview or tips for conducting an interview



## My Career@VA

#### www.mycareeratva.va.gov



MyCareer@VA is an interactive, online career development experience that empowers you to create a personalized career plan. Using the website's five custom-built tools, you can achieve new professional goals, hone your skills, and map a personalized path.

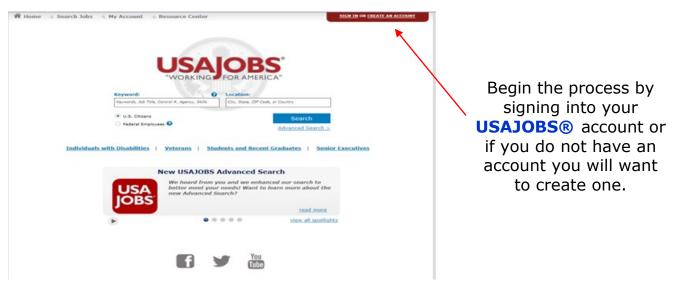


## **The Federal Job Search** — **The Five Step Process**

Step 1 – Create your Account or Log into your account	Page	4
Set up "My Account" within USAJOBS® to:		
1. Build your federal résumé		
2. Upload additional required documents		
3. Search & apply for federal jobs		
4. Track your federal job application(s)		
Step 2 – Searching for Jobs	Page	11
Step 3- Saved Searches	Page	12
Step 4- Saved Jobs	Page	13
Step 5- Applying for open positions	Page	14
Additional Resources:		
Appendix A — The Federal Résumé	Page	23
• Appendix B — What is Required in the application packages	Page	24
Appendix C — Different methods of applying	Page	25
<ul> <li>Annendix D — Resources</li> </ul>	Page	27

## Step 1 - Creating an account or Logging into an existing account

To expedite the application process, candidates should create their **USAJOBS**® account prior to beginning their applications. To do so, follow the steps listed

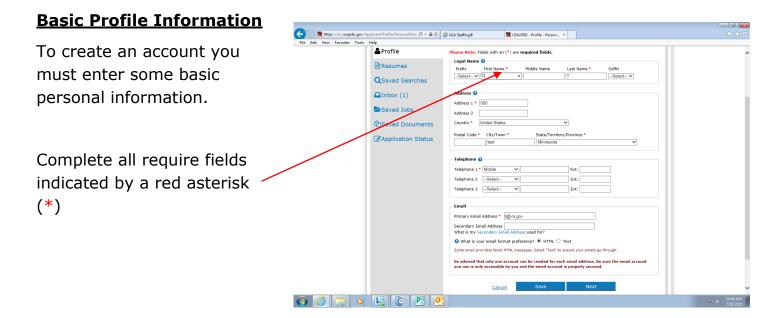


## \*\* REQUIREMENT\*\*

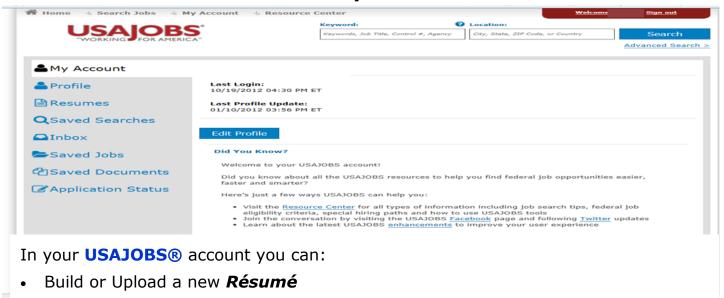
You must have an account established before building résumés and applying for any open positions.

### **Note:**

- You will be prompted to edit your username if it is not unique.
- Your password must contain a special character, a number and be at least 8 characters in length.
- Document your username and password for future reference!

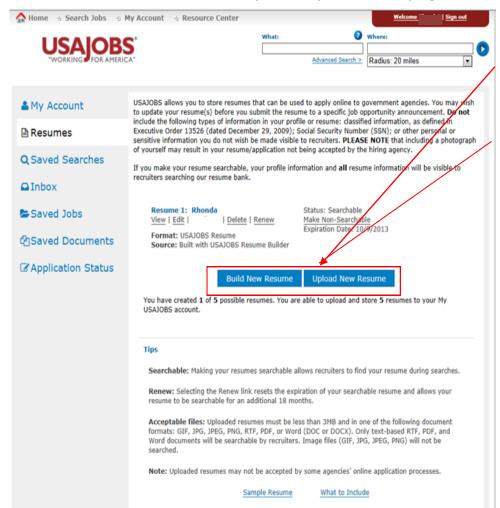


## **USAJOBS®** My Account Area



- Upload and Save **Documents** required to support your application
- Check your Application Status
- Create **Job Search Agents**
- Review any Saved Jobs

Once you've created your account and filled out the basic profile information, you can now build a résumé. From your "My Account" page, click "Résumés".

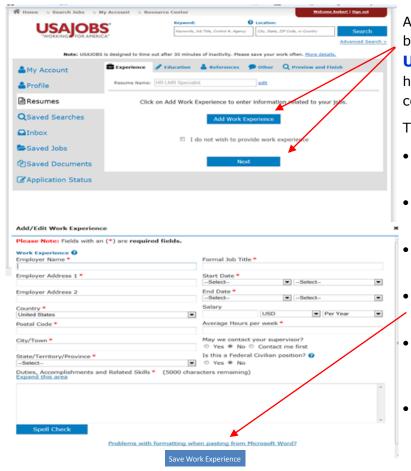


The "Build New Résumé " option allows you to create a résumé using the **USA-JOBS**® Résumé Builder.

The "Upload New Résumé " option allows you to upload your own résumé (s) from your computer, flash drive, etc.

**Note:** You may store a total of 5 résumés, allowing you to customize résumés based on your job search.

For additional information and guidance on building a federal résumé, see Appendix A.



After selecting "Build New Résumé ", you will be redirected to the "Experience" section of the **USAJOBS®** Résumé Builder. If you do not have work experience, click on "Next" to continue.

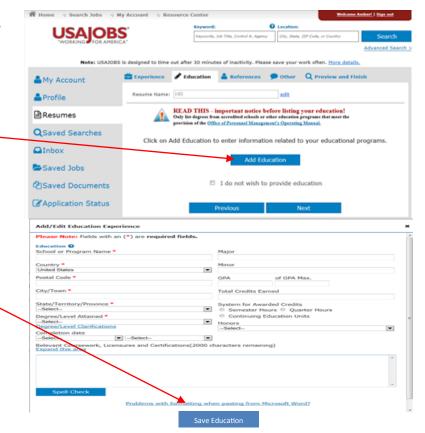
To build your work experience, you should:

- Click on "Add Work Experience" and a pop up box will appear.
- Complete all required fields indicated by a red asterisk \*.
- Use "Spell Check" to ensure correct spelling of the information you have entered.
- Once complete, click "Save Work Experience".
- To add additional work experience, simply click "Add Work Experience" and repeat the steps above.
- When you have entered all your work experience, click "Next" to move to the next section.

The next section you will see is "Education." If you do not have any education to submit, click on "Next" to continue.

To build your Education, you should:

- Click on "Add Education" and a pop up box will appear.
- Complete all required fields indicated by a red asterisk \*.
- Use "Spell Check" to ensure correct spelling of the information you entered.
- When finished, click on "Save Education".
- To add additional Education, simply click "Add Education" and repeat the above steps.
- When you have entered all your Education, click "Next" to move to the next section.

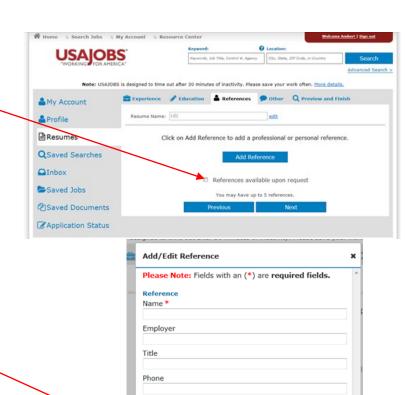


The third section allows you to enter either professional or personal references. You may enter and save up to 5 references. You do not have to provide references at this point unless you want to. (References will be needed at interview.)

If you do not want to provide references at this time, click in the box next to "References available upon request" or click "Next" to move to the next section of Résumé builder.

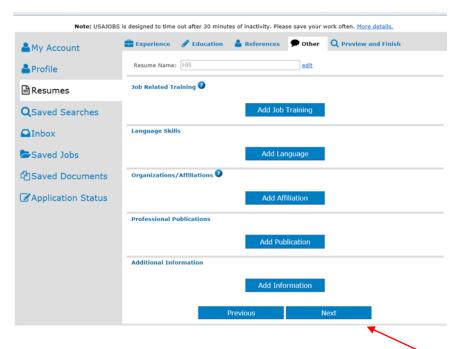
### To add a reference;

- Click "Add reference".
- Complete all required fields as indicated by a red asterisk\*.
- Indicate if this is a personal or professional reference.
- Once complete, click "Save Reference."
- To add additional references, repeat the steps above.



Reference Type

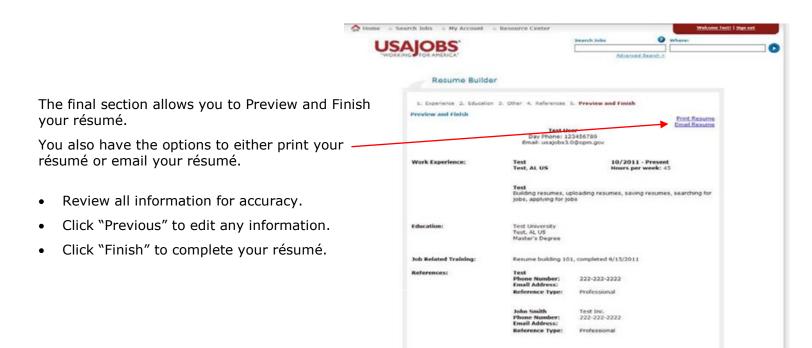
Professional



The fourth section you will see is "Other". There are no required fields in this section but you have the opportunity to provide information associated with:

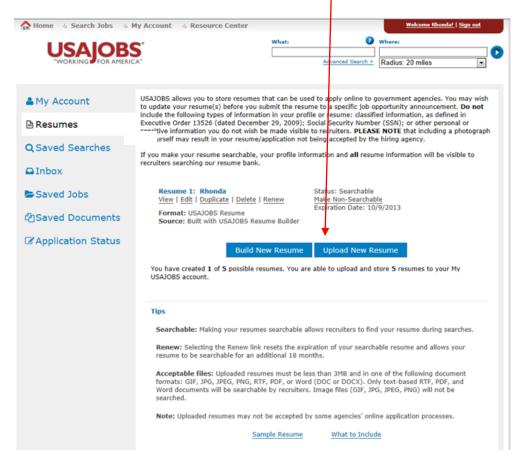
- Any <u>Job Related Training</u> you have completed.
- Language Skills you may have.
- Any <u>Specific Organizations</u> or <u>Affiliations</u> that you are a member of.
- Any <u>Professional Publications</u>.
- Any <u>Additional Information</u> that you want potential employers to be aware of.
- Make sure to use "Spell Check" to check your entries when within each category.

When you have completed the "Other" section, click "Next" to move to the final section of the Résumé Builder.

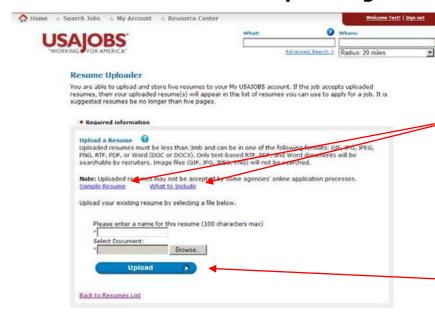


Once you have finished building your résumé, you will be redirected to the Résumés page and can view, edit, duplicate, or delete previously built résumés. You can also change the status of your built résumé from "Non searchable" to "Searchable" by clicking on the "make Searchable" link. You can change your résumé status back to Non searchable at any time by clicking the "Make Non-Searchable" link.

To upload a résumé from a different location, click "Upload New Résumé." This option can also be used from the Résumés tab.



## Résumé Uploading within USAJOBS®



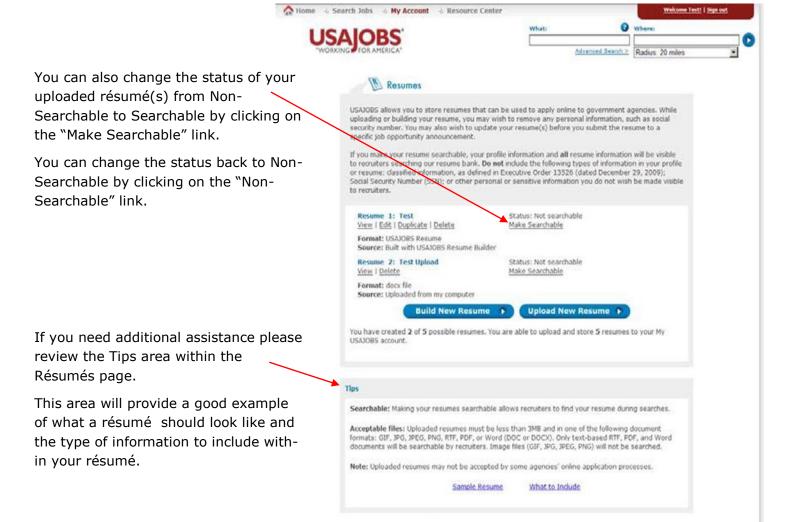
After a successful upload, you will return to the "Résumé" page where you can view or delete your uploaded résumés.

Once on the Résumé Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, pdf, png, gif, jpg, jpeg, etc.).

You are also able to view a "Sample Résumé " and tips on "What to Include" in your résumé.

To upload your résumé, you are required to enter a résumé name. You will need to enter a name for each additional résumé you upload as well.

Click "Browse" to select the résumé you wish to upload and once you have selected the document, click "Upload".



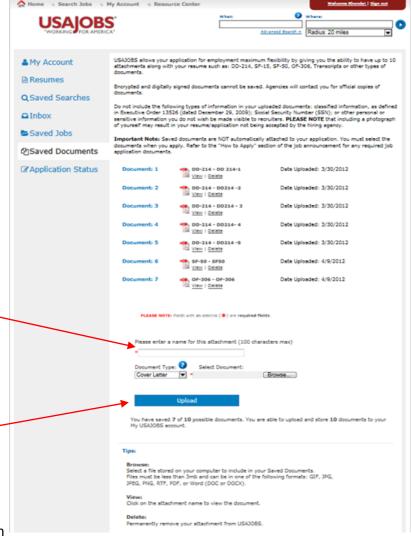
## Saved Documents within **USAJOBS**®

The "Saved Documents" section allows you to upload and store additional documents you may need for your application package such as:

- School Transcripts
- Veterans Preference Documents
- DD214(s)
- Certification Certificates
- SF-15
- Schedule A Letter
- Etc.

### To upload a document:

- Name your document for easy identification. Make sure the name and type match and are accurate.
- Select what type of document you are uploading in the drop down menu.
- Click "Browse" to locate your document.
- Once your document is selected, click "Upload".
- Your document will appear in this section for future use.
- Depending on different scanner capabilities, multiple pages may be uploaded in one document (example: transcripts).

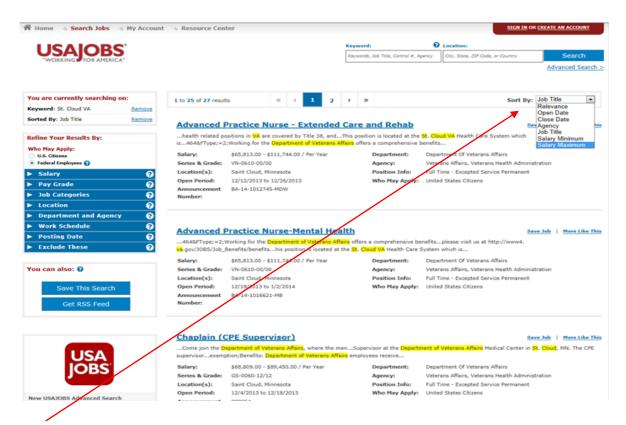


It is now time to search for current open vacancies. Please continue through the next few pages to find open jobs.

## **Step 2** – Searching for Jobs (Basic Search)

From the USAJOBS® main web page you can perform a local search by entering

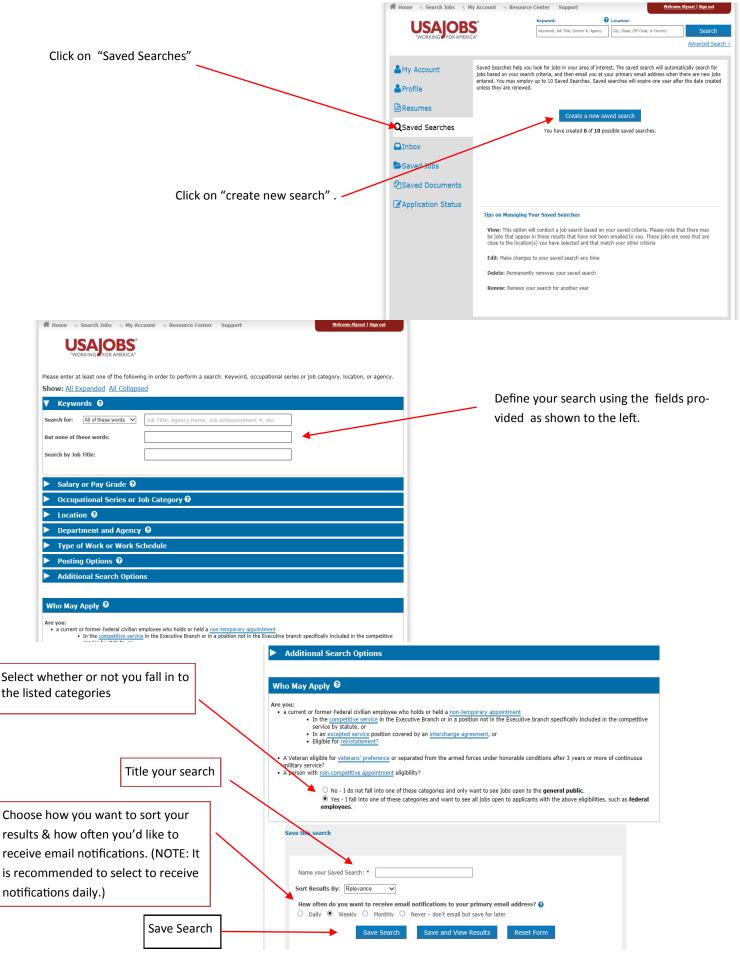




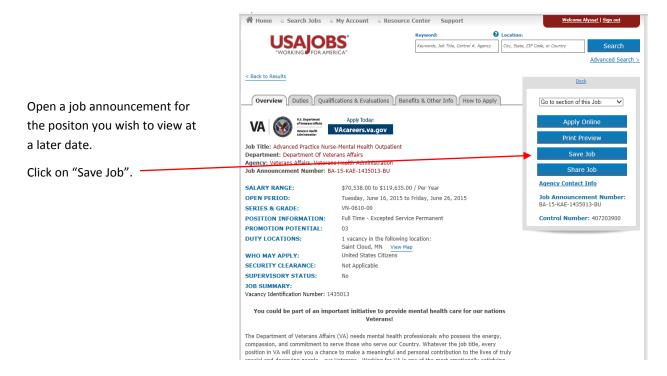
You can refine your search by selecting an item from the Sort By drop down menu.

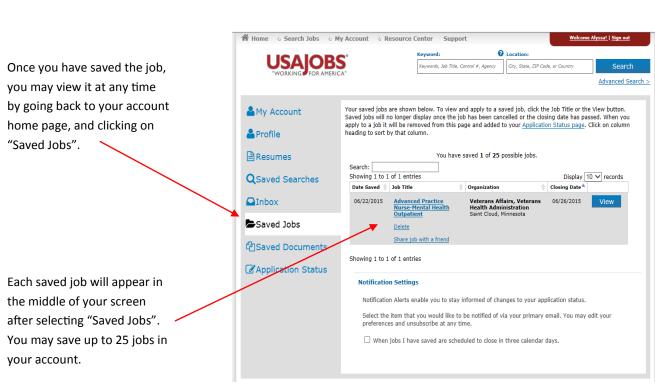
For example, if you want to see a list of positions that are closing soon then select "Close Date" and **USAJOBS**® will refine your search.

## **Step 3- Saved Searches within USAJOBS®**

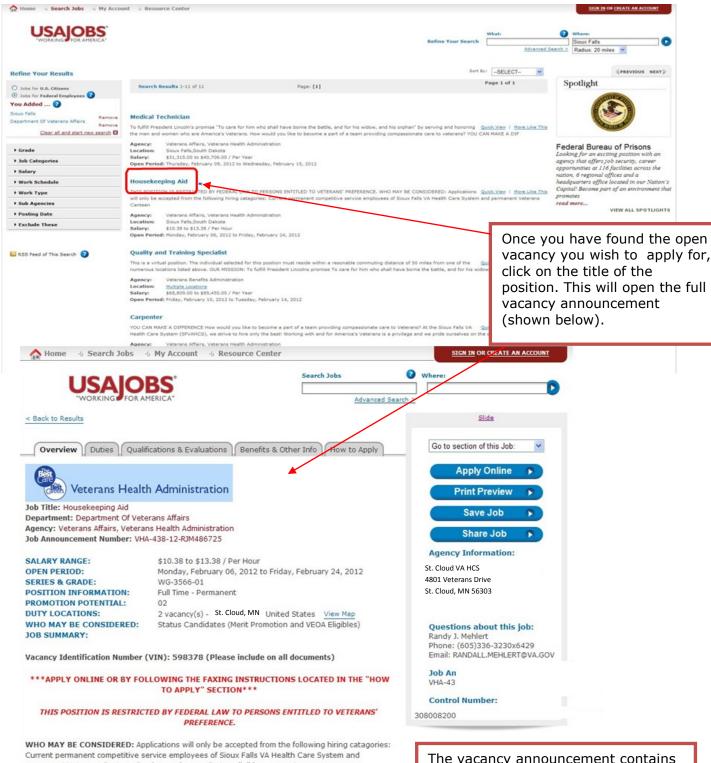


## **Step 4-** Saved Jobs within USAJOBS®





## **Step 5**- Applying for the Open Vacancy



WHO MAY BE CONSIDERED: Applications will only be accepted from the following hiring catagories: Current permanent competitive service employees of Sioux Falls VA Health Care System and permanent Veterans Canteen Service employees, Status eligibles - current career or careerconditional federal employees with competitive status, reinstatement eligibles, Veterans Recruitment Authority (VRA) eligibles, disabled veterans with a 30% or more disability, Veterans Employment Opportunity Act (VEOA) eligibles, certain military spouses, persons with disabilities.

Our mission: To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans.

The vacancy announcement contains all the information about the position.

The following pages will breakdown the vacancy announcement to give you a better understanding of the information contained within the vacancy announcement.

## **How to read the Vacancy Announcement**

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

### Overview

The "Overview" area covers the general information about the agency placing the announcement, general position information, pay plan information, and the "Who May Be Considered" area.

Please pay attention to this area as it will describe who may apply for this position.

### What is meant by "Status" candidates?

A "status" candidate means the position is open to all current and former federal employees, and veterans with preference. If the announcement states "Open to all US Citizens" then everybody may apply for the vacancy position.

## Duties

The "Duties" area covers what the position will be performing. It is important to review this area carefully and apply this information into your résumé. You could have a better chance of being considered if your résumé relates, in some part, to the information within the "Duties" area.

### **Qualifications & Evaluations**

The "Qualifications & Evaluations" area covers the requirements for that position. These standards are used to evaluate the minimum qualifications required for the position. Please pay special attention to these qualifications as they will inform you of the experience and education requirements for the position.

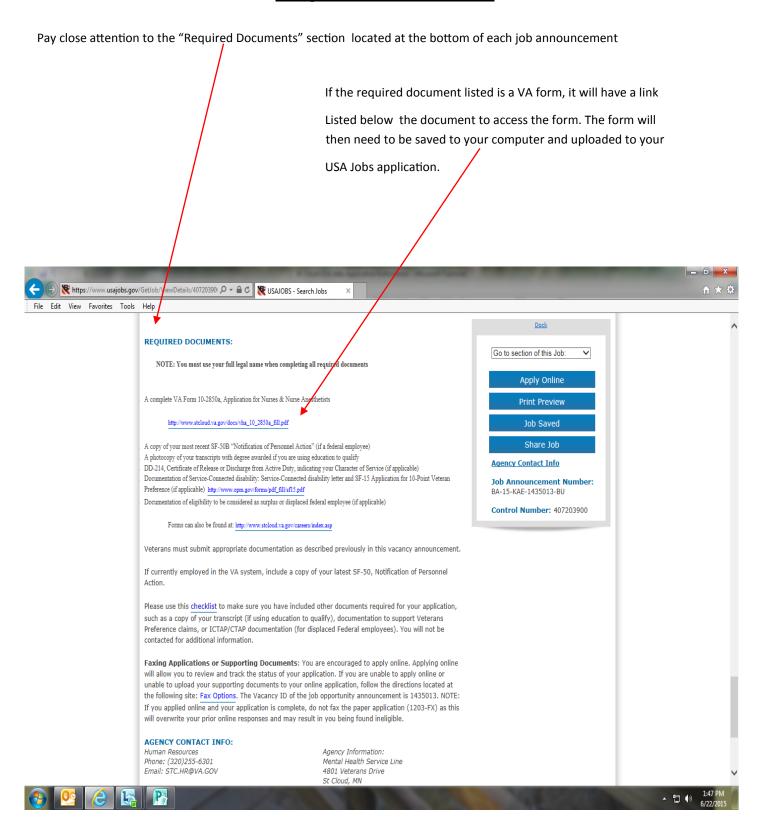
### Benefits & Other Info

The "Benefits & Other Info" area covers general information about the benefits offered by the federal government. Federal employees can review current information about health, dental, vision and life insurance, flexible spending accounts, and long term care insurance. This information can be found at the Office of Personnel Management's web site (www.opm.gov).

#### How to Apply

The "How to Apply" area contains all the information needed to apply for any open vacancy. From what information is needed within the application package to how to apply (either online or by fax). This is the most important area to read prior to starting any application package!

## **Required Documents**



## **Starting the Online Application Process**

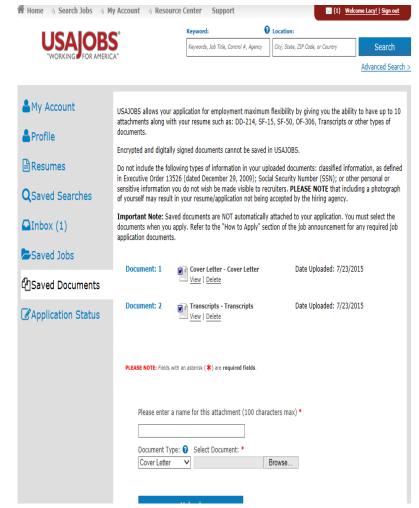
At the floating window on the right of the announcement, click "Apply Online".



**Important Notice:** Do not apply using someone else's account. This may lead to incorrect information being submitted with your application.

If you haven't already logged in, you will need to:

- Enter your username and password
- If you have forgotten your username and password click "Forgot Password" and follow the instructions (Note: you will have to return to the vacancy announcement and click Apply Online to restart the application process.)



<u>HINT:</u> Please follow these instructions to transfer information to Application Manager.

## Select a résumé and any supporting documents by:

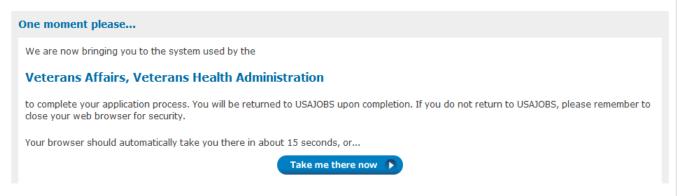
- · Click on the résumé you wish to submit
- Click on the additional documents you wish you submit
- Click the required boxes to agree with the statements

It is important that you select the items you want to be included with your application package, if you fail to select your material it will not be uploaded within the Application Manager program.

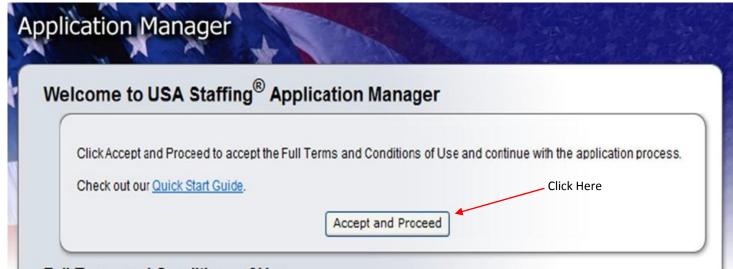
Click on "Apply for this position now."

Clicking on "**Apply for this position now**" will take you to Application Manager to finish the application process.

## The Transition from USAJOBS® to Application Manager



Application Manager is used by some federal agencies to collect online applications and assessment information for specific vacancy announcements.



### Full Terms and Conditions of Use

Application Manager powered by USA Staffing<sup>®</sup> is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

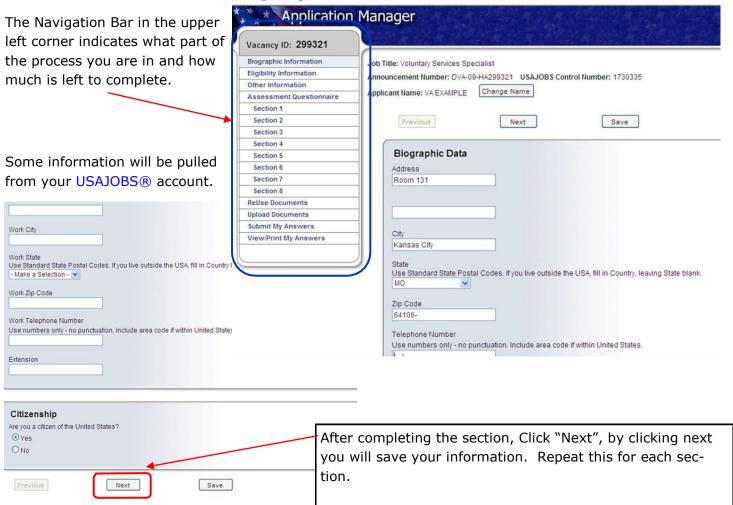
- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

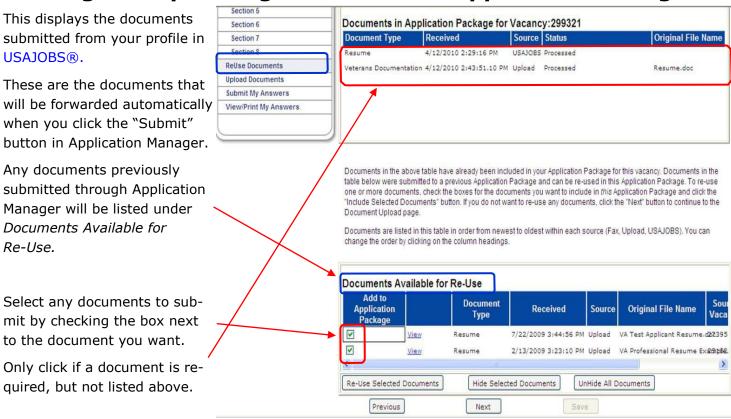
You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

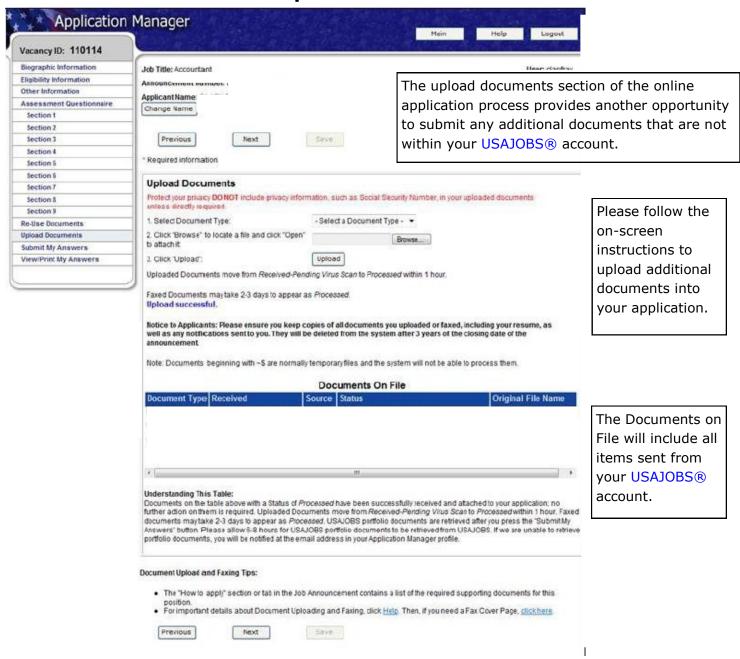
## **Biographic Information**



## Re-using and uploading Documents in Application Manager



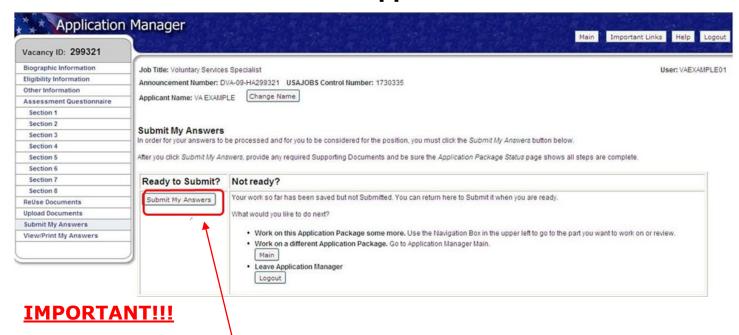
## **Upload Documents**



### **Hints**

- ⇒ You do not have to upload documents in Application Manager if you have already uploaded the documents in your account with USAJOBS®.
- ⇒ Refer to the "Required Documents" area of the "How to Apply" section within the vacancy announcement for a complete list of required documents.
- ⇒ Failure to submit all applicable required documents may result in your application package not being considered for the open position.

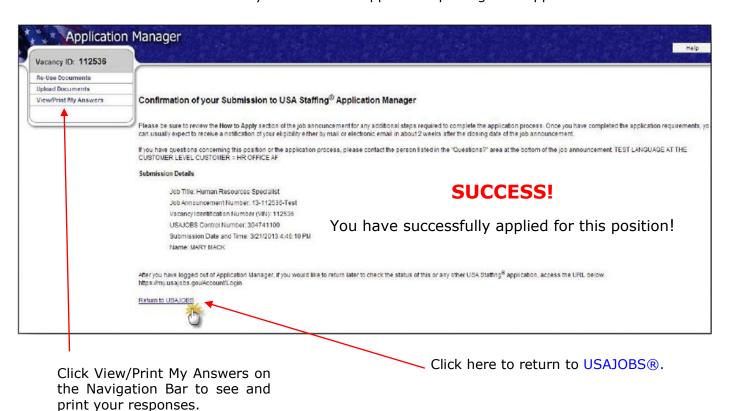
## **Submit Application**



You **MUST** click "Submit My Answers" to complete your application.

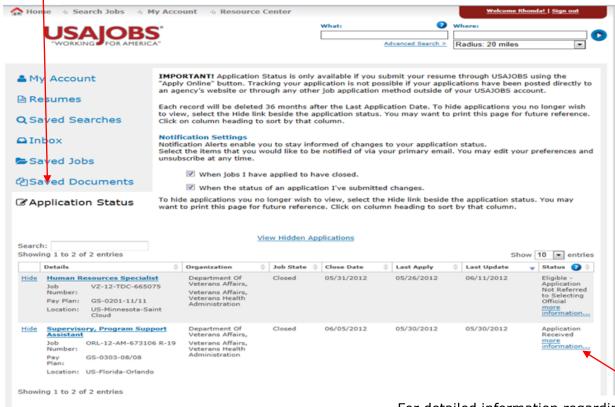
**Note:** If you receive a warning that a section of the assessment is incomplete, return to that section using the Navigation Bar on the left and complete all required information.

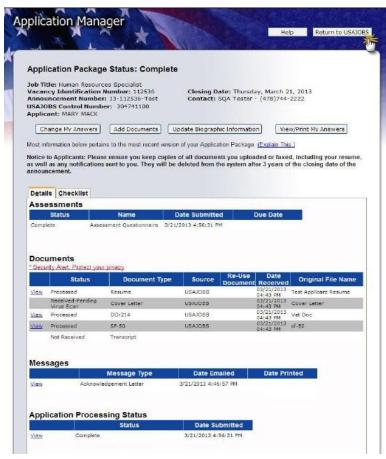
A confirmation of your submitted application package will appear as below.



## **Check the Status of Application Packages**

Return to your account in USAJOBS®. Select "Application Status" to see the status of all application packages you have submitted.





For detailed information regarding your application, click on "more information". This will take you to the details page within Application Manager for more information about your application.

Within Application Manager, the details page provides information on Assessments, Documents, Messages, and Application Processing Status.

### Remember:

Up-to-date information on the status of your application package can be found 24 hours a day in your "Application Status" section of USAJOBS®.

## Applying For a Federal Position

Vacancy announcements for federal jobs will describe the information needed to complete an application such as the description of the work to be performed; minimum required qualifications; and how to submit your application and the closing date of the announcement. You have the option of applying for all vacancy announcements through online or fax procedures, which may require special forms and instructions.

**Important Tip:** Remember, in the Federal government, a full and complete application package is to your benefit! An incomplete application package often precludes an applicant from further consideration!

The résumé you use to apply for Federal jobs will differ from those in the civilian (corporate) workplace. Please review these helpful hints (listed below) when building your Federal résumé:

- **Formats:** Federal résumés have specific formats, which differ from those in the civilian workplace. These include specific information, order, character counts, page length requirements and fields. Review the "Duties" area of the vacancy announcement and tailor your federal résumé to that position.
- Required information: Federal résumés require specific information such as job start and end month (and sometimes) day; employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; training, including course name, date and number of hours; and other information typically not included in corporate résumés. If this information is not included, an application may be rejected.
- ▶ Length: Federal résumés (3-15 pages) are typically much longer than corporate résumés (1-2 pages in general). They require detailed descriptions of duties repeated for each job you did them in. They also must specifically spell out how the applicant meets all requirements and has done most of the duties for the job they are applying for or the application could be rejected. Like corporate résumés, Federal résumés must detail accomplishments.

You should consider your résumé as a proposal you are submitting in order to work for the government. Your résumé should carefully match the job announcement, with serious consideration regarding your ability to perform the job. If you spend time and look at samples of federal résumés versus résumés from the private sector, you could find yourself being referred to a selecting official for consideration and an interview; and maybe even hired into the open position.

### Federal Résumés within USAJOBS®

After you click on the "Create a Résumé" button and register with the **USAJOBS**® Web site, you'll see that the résumé-building process has five basic steps: Experience, Education, Other, References, and Preview and Finish. As you complete the résumé building process, keep an eye out for blue circles with question marks inside, as these can help explain the step you're working on with a little more detail. If you have a résumé already prepared (e.g. in Microsoft Word or Adobe PDF format) then you can just upload that document into your profile within **USAJOBS**®, however, make note of the above comments so your corporate résumés meets the Federal criteria.



Select the blue question marks for an explanation of that specific

### **APPENDIX B**

## What is Required in an Application Package?

Vacancy announcements for federal jobs will describe the information needed to complete an application, including a description of the work to be performed, minimum required qualifications, how to submit your application and the closing date of the announcement.

To apply for any open vacancy, **you must provide a complete application package.** Ensure all required application documents are submitted by 11:59 p.m. EASTERN TIME (ET) on the closing date of the announcement, in order to be considered for any position. If you do not submit **all** the required documents your application will not be considered for the position. Please review the "Required Documents" section of the vacancy announcement.

### HINT:

It is highly advised to print out the vacancy announcement and occupational questionnaire and refer to it while preparing your application package.

### All Applicants please include:

- A complete and Federal résumé.
- Occupational Questionnaire. (This is located in the Application Manager program after you click the "Apply Online" button.)
- Copy of Unofficial Transcript(s). (If required within the qualifications section of the vacancy announcement.)
- Other documents listed in the Required Documents section of the job announcement.

### **Current and former Federal Employees please include:**

• SF-50 "Notification of Personnel Action" - All previous and current Federal employees must provide their last or most recent SF-50, "Notification of Personnel Action".

### **Veteran Applicants applying for preference please include:**

- Veterans Preference eligible, including 30% or more disabled, must submit a legible copy(ies) of ALL MEMBER 4, DD-214's showing dates of service and character of service (honorable, general, etc.). More than one DD-214 may be submitted to show all dates of active military service. If you are a Veteran and do not know what your status would be, then please review the Department of Labor's Veterans Preference website at <a href="http://www.dol.gov/elaws/vetspref.htm">http://www.dol.gov/elaws/vetspref.htm</a> to determine your current status.
- Disabled Veterans and other Veterans eligible for 10-point preference must submit an SF-15 with current proof of a service-connected disability. \*10-point preference can only be given when this form is submitted.
- VA Civil Service Preference Letter If applying for 10-point Veterans preference using an SF-15 (as stated in item #2 above) you must also include a copy of your Civil Service Preference Letter. A Civil Service Preference Letter can be obtained from the nearest Veterans Benefits Administration Regional Office (1-800-827-1000).

## Different Methods of to Submit an Application Package

Application packages for open vacancy announcements within the St. Cloud VA Health Care System can be submitted through one of the below listed options. *Please ensure that you are submitting your application package only once per vacancy.* Here are the available options you can use to apply for any open vacancies:

### **Option 1: Online Application Submission**

- <u>Step 1</u>: Log into your account within "USAJOBS®" and search for any open vacancy announcement.
- Step 2: Completely read and print out the vacancy announcement.
- Step 3: Click the "Apply Online" button to apply for this position.
- <u>Step 4</u>: Read and follow all the prompts to transfer your résumé and supporting documents from "USAJOBS®" to "Application Manager".
- Step 5: Complete the online occupational questionnaire within "Application Manager".
- <u>Step 6</u>: Review your application package and then click the "Submit My Answers" button at the end of the process (within "Application Manager") to apply for the vacancy.

### **Option 2:** Combination of Online and Fax Application Submission

- Step 1: Log into your account within "USAJOBS®" and search for any open vacancy announcement.
- Step 2: Completely read and print out the vacancy announcement.
- Step 3: Click the "Apply Online" button to apply for this position.
- <u>Step 4</u>: Read and follow all the prompts to transfer your résumé from "USAJOBS®" to "Application Manager".
- <u>Step 5</u>: Complete the online occupational questionnaire in "Application Manager".
- <u>Step 6</u>: Please click the "Submit My Answers" button at the end of the process to apply for the vacancy.
- <u>Step 7</u>: Fax all the *required documents* listed within the vacancy announcement you *did not upload* within "USAJOBS®" or "Application Manager" to the following fax number **1-478-757-3144**.
- <u>Step 8</u>: Complete the fax cover page <a href="http://staffing.opm.gov/pdf/usascover.pdf">http://staffing.opm.gov/pdf/usascover.pdf</a> when faxing your documents.

### **APPENDIX C cont.**

### **Option 3:** Fax only Application Submission

If you cannot apply online:

- <u>Step 1</u>: Please review the "**Required Documents**" area to ensure that all the required documents are faxed together with your application package.
- <u>Step 2</u>: Print the OPM Form 1203-FX to provide your responses to the occupational questionnaire. (Please note: The numbering on the Occupational Questionnaire may not match the numbering on the answer sheet. Please contact the Human Resources at (320)255-6301 should you have any questions on the above.)
- Step 3: Fax the completed OPM Form 1203-FX along with all the required documents to
   1-(478) 757-3144. Your 1203-FX form needs to be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.

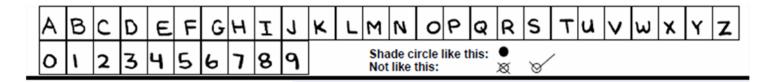
### Step 4: Keep a copy of your fax receipt in case verification is needed.

**Faxed documents submitted with missing information will not be processed.** It is recommended that on the fax cover page and the OPM Form 1203-FX that you print neatly with capital letters to ensure your application package materials are properly received. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, illegible, or invalid Vacancy ID number.
- Missing, incomplete, or illegible SSN or name.

### For optimum accuracy:

- It is recommended that characters be written in all capital letters and printed neatly to ensure the faxed material is uploaded properly.
- Do not write on or outside the boxes.
- Do not use special characters.
- The below is an example of how to fill out the boxes.



### **Resource Center**

You may visit USAJOBS® Resource Center where you can find tutorials for using different areas of USAJOBS® and information about Federal Employment, applying for Federal jobs, Veterans Information, and other areas to assist you with the application process.

